



TEST VALIDATION AND DEVELOPMENT SPECIALIST II, DEPARTMENT OF CONSUMER AFFAIRS



Open, Spot – Sacramento County Only

www.dca.ca.gov

The Department of Consumer Affairs provides equal employment opportunities to all regardless of age, race, sex (Gender), ancestry, color, religion, disability, national origin, marital status, political affiliation or opinion, sexual orientation or pregnancy.

It is an objective of the State of California to achieve a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

EXAMINATION TYPE This is an open, spot - Sacramento County, examination for the Department of Consumer Affairs. Applications will not be accepted on a promotional basis. Career credits do not apply.

WHO CAN APPLY Persons who meet the minimum qualification as stated on this bulletin.

HOW TO APPLY Please submit an application (STD 678) to the address indicated below. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

NOTE: All applications must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application, Form STD 678.

NOTE: The Department of Consumer Affairs' Selection Services Unit and/or the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if there are any changes in circumstances surrounding the original examination plan.

NOTE: If you are filing for both the Test Validation and Development Specialist I and the Test Validation and Development Specialist II, you may file a single application. Indicate the title of each examination on the state application (STD 678).

WHERE TO APPLY	MAIL TO:	HAND DELIVER TO:
	Department of Consumer Affairs Attn: Selection Services (L. Rifredi) P.O. Box 980428 West Sacramento, CA 95798-0428	Department of Consumer Affairs Attn: Selection Services (L. Rifredi) 1625 N. Market Blvd., Suite N 321 Sacramento, CA 95834

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application. The Selection Services Unit will contact you to make special testing arrangements. Telecommunication Device for the Deaf (TDD) number is (916) 322-1700 or 1 (800) 735-2929.

FINAL FILE DATE **June 29, 2007.** Applications must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via interagency mail after the final filing date will not be accepted. Applications must have an original signature; therefore, faxed application will not be accepted for any reason.

SALARY RANGE \$4255 to \$5172, per month

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

TEST VALIDATION AND DEVELOPMENT

LA30 / 5168 / 7CA1602

FFD: JUNE 29, 2007

SPECIALIST II, DCA

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final file date.

**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "either" I "or" II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

Either I

One year of experience performing the duties of a Test Validation and Development Specialist I in the California state service. (Applicants, who have completed six months of the experience, as specified above, will be admitted to the examination but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

Or II**Experience:**

Three years of increasingly responsible research experience which shall have included performing research studies using statistical tests of significance; statistically analyzing research data using correlation, multiple regression or a form of multivariate analysis such as discriminant analysis, canonical correlation or factor analysis; and the preparation of written reports of such research. At least one year of the required experience must have been involved in the development and evaluation of measures of human abilities or human performance. (Possession of a Master's Degree in Statistics or a behavioral science field may be substituted for one year of the general experience; possession of a doctoral degree with an emphasis in industrial psychology, organizational psychology or psychometrics may be substituted for two years of the general experience.) **AND**

Education: Equivalent to graduation from an accredited college or university. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**DEFINITION OF
TERMS**

Equivalent to graduation from college – Satisfaction of the requirements for a bachelor's degree from an accredited college or university. Bachelor's degree, completion of the number of units typical of four full years of college (120 or more semester units, of 180 or more quarter units.) This means the applicant must show receipt of a bachelor's degree.

**ADDITIONAL
DESIRABLE
QUALIFICATIONS**

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent training and expertise over and above that required under the "Minimum Qualifications".

Preferred types of additional training and experience are:

1. A Master's Degree in Industrial Psychology or Psychometry.
2. Experience in the construction and validation of group administered aptitude, ability or achievement tests.
3. Research experience involving use of electronic data processing equipment.
4. Graduate level courses in statistics, research design, and multivariate analysis.

**POSITION
STATEMENT**

This is the full journeyman level. Positions at this level design and conduct varied and complex personnel selection and/or occupational licensing projects or portions of major projects. Incumbents use a wide range of analytical skills, experimental methods, statistical techniques, and psychometric principles. They provide assistance to lower level staff and give advice to staff engaged in the operation of ongoing test validation and development projects. Incumbents at this level may function in a lead capacity over a small group of analysts or employees engaged in similar work.

**EXAMINATION
INFORMATION**

This examination will consist of a Structured Qualifications Appraisal Panel Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. *Candidates who do not appear for the interview will be disqualified.*

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

**EXAMINATION
SCOPE****STRUCTURED QUALIFICATIONS APPRAISAL PANEL - WEIGHTED 100%****KNOWLEDGE OF:**

1. Professional item writing guidelines and principles.
2. Principles, procedures, and techniques used in test validation.
3. Methods and procedures for examination standard setting.
4. Statistical theories and techniques, including data analysis requirements for statistical tests and the interpretation of item performance statistics.
5. The English language, including rules of composition and grammar.
6. Group facilitation methods and techniques.
7. Various methods and procedures for conducting and occupational analysis.
8. Principles and methods for developing examination outlines.
9. Principles for the Validation and Use of Personnel Selection Procedures (SIOP).
10. The Standards for Educational and Psychological Testing (AERA, APA, NCME).
11. Legal requirements for documenting Occupational Analysis procedures.
12. Interviewing methods and techniques.
13. SPSS or related software for quantitative data analysis.
14. Item banking and other database software.
15. Survey sampling methods and principles.
16. Federal Uniform Guidelines on Employee Selection Procedures.
17. Criteria for the selection of Subject Matter Experts.
18. Case law related to test validation and development.
19. Examination equating methods and principles.

ABILITY TO:

1. Communicate information and ideas, both orally and in writing so others will understand.
2. Apply general rules, principles, and methods to specific problems.
3. Write, review and edit written reports of a technical nature.
4. Prioritize tasks necessary to manage multiple projects simultaneously.
5. Prepare and evaluate research reports.
6. Compile data into reports, including the use of charts and graphs.

**ELIGIBLE LIST
INFORMATION**

A departmental open eligible list will be established for the Department of Consumer Affairs. The resulting eligible list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERAN
PREFERENCE**

Veterans preference credit **will not** be granted since this is not considered an entry-level examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Consumer Affairs' Selection Services Unit at (916) 574-8350 three weeks after the final file date if a progress note is not received.

If the notice of exam fails to reach the competitor prior to the interview date due to a verified postal error, the competitor may be rescheduled upon written notice.

Applications are available the State Personnel Board office, local Employment Development Department offices, the Department noted on the front of this bulletin and at www.spb.ca.gov.

If you meet the requirements to participate in this examination, you will be scheduled to participate in a competitive test in which your performance is compared with other competitors in the exam. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the exam or placement on the employment list.

Examination Locations: Test locations are determined by the number of candidates and are limited or extended as conditions warrant. Ordinarily exams are scheduled in Sacramento, San Francisco, Los Angeles, or the spot(s) location(s) listed on the front of the bulletin.

Employment lists: Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination may be required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.